

# Volunteer Process

Please note: this process may take a few weeks to complete

We are committed to ensuring our volunteers are a good fit for each role we offer, guaranteeing the best outcomes for both volunteers and our program participants.

1. Check our [website](#) & join our [mailing list](#) for all current volunteering opportunities
2. Complete a [Volunteer Expression of Interest Form](#) via our website.
3. We will contact you to confirm which program you are interested in and your availability
4. If your application seems to match the desired skills needed for the volunteer role, our Admin Assistant or Program Supervisor will talk with you in person/ over the phone/ email:

You tell us:

- About your skills and experience
- What you want to get out of volunteering
- Your availability and frequency of commitment

We will tell you:

- The specific program's induction process
- What to expect from the role and duties
- If we can take you on as a volunteer



Once it is confirmed we will take you on as a volunteer - we just need a few more admin bits before you get into the kitchen or garden!

5. We will send you:
  - Volunteer Position Description - *to be signed*
    1. Info about obtaining Police and WWC Check
    2. Volunteer Handbook
    3. Volunteer Agreement - *to be signed*.
    4. Child Safety Code of Conduct- *to be signed*.
6. We require that you provide copies of:
  - A valid Police Check
  - A valid Working with Children Check
  - Two referees contact details

After all your background checks are complete and documents are signed and returned...

7. The Program Supervisor will confirm a starting date and commence the program induction

A formal review will be conducted after 2 months to assess if the arrangement is a 'good fit' for both you and the program, and that expectations from both parties are being met.